

Yashwantrao Chavan College of Science, Karad
Department of Computer Science
Question Bank, 2023-2024
B.Sc. (Entire-I)
Subject Code: 80306
Subject Name: English for Communication

Q. 1 Choose the appropriate answer and complete the following sentences

1. _____ is the person who notices and decodes and attaches some meaning to a message.

- A) receiver B) driver C) sender D) cleaner

2. Message is any signal that triggers the response of a _____

- A) receiver B) driver C) sender D) cleaner

3. _____ context refers to the similarity of backgrounds between the sender and the receiver.

- A) physical B) social C) chronological D) cultural

4. Environmental barriers are the same as _____ noise.

- A) physiological B) psychological C) physical D) sociological

5. Our dress code is an example of _____ communication.

- A) verbal B) nonverbal C) written D) spoken

6. Communication strengthens _____ & _____ relationship in an organization.

- A) employer-father B) employer-employer C) mother-employer D) mother-child

7. _____ communication includes tone of voice body language, facial expressions etc.

- A) nonverbal B) verbal C) letter D) notice

8. Letter, e-mail telephone are examples of _____

- A) message B) feedback C) channel D) encoding

9. A _____ way be defined as the name of a person place or thing

- A) verb B) noun C) pronoun D) adverb

A) sender

B) gives

C) taker

D) receiver

11. Proper nouns always begin with _____ letters

- A) running B) capital C) small D) numerical

12. _____ nouns require capitalization only if they start the sentence or are part of a title.

- A) common B) proper C) abstract D) collective

13. What is communication without words?

- A) There is no communication without words B) Non-verbal communication
C) Telepathy D) Sign language

14. Which of the following is NOT a form of non-verbal communication?

- A) Body language B) Tone of voice C) Facial expressions D) Telepathy

15. When you are talking directly to a person and you can see them, this is called what?

- A) Verbal contact B) Face to face communication C) Talking D) Interaction

16. How will you find out how you should answer the phone at your workplace?

- A) You should not be answering the phone at your workplace B) Listen to what the others say
C) Do what feels most comfortable D) In the policies manual

17. When speaking on the phone, what type of communication is being used?

- A) Verbal and tone of voice B) Verbal and body language
C) Verbal D) Nonverbal communication

18. When writing a formal letter, what do you need to begin with?

- A) Date B) Greeting C) Address D) Subject header

19. Notes should be written in what colour?

- A) Blue or Black B) Blue C) Black D) Red

20. How many ways are there to communicate?

- A) 1 B) 2 C) 3 D) 4

21. What is Verbal Communication?

- A) Talking to someone
B) When someone is talking and someone else is listening

- C) When more than one person is talking
- D) Using verbal noises to show you are listening like "uh huh"

22. How can a person correctly communicate?

- A) Speaking
- B) Text Message
- C) Email
- D) All

23. Resume is called curriculum vitae in _____

- A) India
- B) France
- C) North America
- D) South America

24. Which of these is not mentioned in a skills profile?

- A) Career aim
- B) Academic achievements
- C) Interests
- D) Employment

25. Which of these must be avoided in business letters?

- A) Polite words
- B) Formal words
- C) Abbreviations
- D) Clear details

26. Which of these must not be mentioned in a business letter?

- A) Information of the quality of the order
- B) Name of the firm
- C) The mode of payment
- D) With regards

27. Where should the name of the firm be mentioned?

- A) Right of the page
- B) Below the address of the writer
- C) Above the address of the writer
- D) On the last page of the letter

28. Which of these is not a mode of address for any letter?

- A) To a tradesman
- B) To a child
- C) To a firm
- D) To professional men

29. Which of these is not used to conclude a business letter?

- A) Yours faithfully
- B) Yours truly
- C) Yours sincerely
- D) With kind regards

30. Which of these should not be present in a business letter?

- A) The name of firm or businessman
- B) The date
- C) Business jargon
- D) Courteous leave-taking

31. A cordless telephone using separate frequencies for transmission in base and portable units is known as

- A) duplex arrangement
- B) half duplex arrangement
- C) either (a) or (b)
- D) neither (a) nor (b)

32. For telegraphy the most commonly used modulation system is

- A) fsk
- B) two tone modulation
- C) pcm
- D) single tone modulation

33. The colour of an object is decided by

- A) the reflected colour
- B) the wavelength transmitted through it
- C) reflected colour for opaque object and wavelength transmitted through it for transparent objects

D) none of the above

34. Application letters come under the category of:

A) formal letters B) informal letters C) demi-official letters D) none of these

35. Letters to the Editors are written to:

A) club B) friend C) school D) newspaper

36. A formal letter starts with:

A) date B) subject C) sender's address D) receiver's address

37. Without _____ skills, the ability to progress in the working world and in life, itself would be nearly impossible

A) Listening B) Speaking C) Writing D) All of Them

38. Which of these is the study and classification of speech sounds?

A) Gestures B) Speech Style C) Phonetics D) Spoof

39. Which of these is not an element of the speaking technique?

A) Voice Quality B) Word Stress C) Apperance D) Correct Tones

40. Which of these means giving emphasis to a syllable?

A) Voice Quality B) Word Stress C) Tone D) Message

Q.2 A) 1. Define the communication and comment on the levels of communication.

2. Write a detail note on non-verbal method of communication.

3. Write barriers in communication.

4. Discuss channels in communication.

5. Write communication process.

B) 1. Write flow communication in your college.(Principal to Student)

2. Discuss non-verbal communication.
3. Write a barriers and solutions in communication.
4. Detail note on essentials of communication.
5. Write a cross cultural communication.

Q.3 A) 1. Define the listening.

2. Define the speaking.
3. Write a types of listening.
4. Write a process of listening.
5. Write a various forms of speaking.

B) 1. Write a strategies for effective listening.

2. Write a poor listening habits.
3. Detail note on art of public speaking.
4. Write a effective listening.
5. Write a effective speaking.

Q.4 A) 1. Detail note on effective listening.

2. Write a types of reading.
3. Write a methods of reading.
4. Write a thinking as a learning skill.
5. Write a email to your friend for business correspondence.

Q.5 A) 1. How clarity is important for a business letter?

2. Define a letter of inquiry.
3. What are various types of letter?
4. What are formal letters?

5. How a formal letter is written?

B) 1. Write a note on elements of business correspondence. Give your examples.

2. Write a letter of enquiry regarding the availability of glassware in Ahuja Store, Kolhapur. Apply the form of enquiry letter.

3. Write a note on elements of business correspondence. Give your examples.

4. How a formal letter is written?

5. Write note on business correspondence.